

**SUBMISSION INSTRUCTIONS:**

1. Providers, contracting with the county, submit to the county the following:
  - a. Labeled diskette (see page 26 for label format instructions) with claim information; this individual provider information will be in various Paradox files.
  - b. Printout, Paradox Alpha or Regular Report, of the individual client claim information; each provider should keep a back up copy for their records.

**Note:** the county will use the Paradox provider claim diskette to combine with other county contracted provider's claim diskette information to generate the ASCII file for submitting to ADP with a Drug Medi-Cal Monthly Summary Invoice, form ADP 1592.

2. **Direct contract providers**, contracting with ADP, shall submit to ADP the following:
  - a. The ASCII text file of the DMC claim information. To create the submission text file, the 'County/Direct Contract Diskette' and the Paradox Provider claiming diskette must be installed. See the manual, 'County/Direct Contract Version 9 User Instructions' (July 1, 2000) for installation (page 4), loading (page 6) and 'Creating the Claim Submission File' (page 13) instructions.

**Note:** those direct contracts having more than one provider within a single county may combine (load through the County/Direct Contract system) all of those providers into one ASCII text file on one diskette for submission to ADP.
  - b. Printout, Paradox Alpha or Regular Report, of each provider's individual claim information.
  - c. A completed and signed original Drug Medi-Cal Monthly Summary Invoice, Form ADP 1592, or the signed Drug Medi-Cal Monthly Summary Invoice printed from the Paradox 9 County/Direct Contract system. Please note the following:
    - ✓ please send one original, with two original signatures and one printed signature;
    - ✓ the Department of Alcohol and Drug Programs no longer accepts a signature card in lieu of original signatures;
    - ✓ original signatures are required only on pages with the Grand Totals;
    - ✓ a fax copy with signatures is acceptable;
    - ✓ submit all Drug Medi-Cal claims to:

Department of Alcohol and Drug Programs  
Fiscal Management Branch  
1700 K Street, Fourth Floor  
Sacramento, CA 95814-4037

## **INSTALLATION OF PARADOX VERSION 9 RUNTIME**

- Insert the Paradox Version 9 Runtime CD into the CD-ROM drive.
- Click "Start" button on the Windows Taskbar, and click "Run", then type: **D:\ParadoxRuntimeVersion9\Setup32.exe** in the open box. Click the "**Ok**" Button. "D:\\" drive usually designates the CD-ROM drive.
- "Welcome to Paradox Runtime Version 9 Setup" displays. Click on the **Next** button.
- Click on "**Next**" to accept the default Destination Folder (C:\Program Files\Corel).
- Click on "**Install**". "Installing Paradox Runtime Version 9" displays.
- When the process is complete, "Your installation is complete" displays. Click on "**Ok**".
- "Would you like to restart" displays. Click on "**Yes**" to reboot your PC.

After this process is complete, you may install your DMC Provider FY 2000/2001 diskette (enclosed).

## **INSTALLATION OF DMC PROVIDER FY 2000-2001 DISKETTE**

(To install the DMC Billing System on a different drive, other than the default C: drive, please read the ReadMe file on this diskette.)

- Insert the DMC Provider FY 2000/2001 diskette in the floppy disk drive.
- Click the Start button on the Windows Taskbar and click Run. Then type: **A:\Setupex.exe**, in the open box. Click on the "**Ok**" button. "A:\\" in this case represents the floppy disk drive".
- This will install the DMC Provider FY 2000/2001 system. "Do you wish to continue?" displays. Click on "**Yes**".
- "Please wait while Install Shield extracts the files..." displays. When the Welcome Screen displays, click on "**Next**".
- The User Info Screen appears, asking for the user name and company. Fill in the information and click "**Next**".
- Click on "**Next**" to accept the default Destination Folder.
- Click on "**Next**" to accept the default Program Folder.
- Click on "**Finish**" to start copying files. When this is complete, you may get started.

On the Windows DeskTop, the "**DMC Billing System 2000/2001**" Program folder is displayed. The items within this folder are:

- "1. Data Entry 2000-2001 V.9",***
- "2. End-of-Month Process 2000-2001 V.9"; and***
- "3. Data Correction Prior Month 2000-2001 V.9"***

To minimize the group, click on the **Down Arrow** on the right-hand corner of the group window. Remove the diskette from the drive.

## **DO YOU NEED TO INSTALL THE DMC COUNTY/DIRECT CONTRACT FY 2000-2001 DISKETTE?**

**If you are a direct contract provider or a county that key enters and submits provider billings directly to ADP, please read this section.**

ADP will not accept the claim files in Paradox format on diskette; ADP will process only those diskettes containing the claims file in ASCII text format. The provider-generated diskettes must be loaded and processed through the DMC County/Direct Contract (diskette) system, exported to diskette as an ASCII file and submitted to ADP either by the direct contract fiscal office or by the county fiscal office.

To prepare and load key-entered provider data and save/export to an ASCII text file, the **County/Direct Contract** diskette must be installed; please read the "County/Direct Contract User Instructions" manual and install the county/direct contract diskette.

## **UNINSTALLING PARADOX 9**

**Do not uninstall by deleting the directories and their files.**

To uninstall **DMC Provider FY 2000/2001 (Data Entry Diskette)**: from 'Start' button on Task Bar, go to 'Settings', go to 'Control Panel', then select 'Add/Remove Programs'. The 'Add/Remove Programs Properties' dialogue box should be on screen. Use the Scroll Bar to move down the list to 'Prov2001', select the 'Prov2001' in the list and then click on the 'Add/Remove' button. A dialogue box will appear asking if you wish to uninstall 'Prov2001', click 'Yes'.

To uninstall the Paradox Runtime 9 from the system, select 'Programs', select 'Paradox Runtime 9' select 'Setup', and then 'Remove Program'.

## **PLEASE KEEP YOUR PARADOX RUNTIME ON CD-ROM AND THE DMC PROVIDER DISKETTE IN A SAFE PLACE**

Do not mail these diskettes or CD-ROM back to ADP. This software is your backup to the DMC Billing System 2000-2001 program. If there is a problem, the Paradox Runtime and the DMC Billing systems may be re installed.

## **INSTALLATION OF PARADOX VERSION 9**

- Insert the Paradox Version 9 Runtime CD into the CD-ROM drive.
- Click “Start” button on the Windows Taskbar, and click “Run”, then type: **D:\ParadoxRuntimeVersion9\Setup32.exe** in the open box. Click the “**Ok**” Button. “D:\” drive usually designates the CD-ROM drive.
- “Welcome to Paradox Runtime Version 9 Setup” displays. Click on “**Next**”.
- Click on “**Next**” to accept the default Destination Folder (C:\Program Files\Corel).
- Click on “**Install**”. “Installing Paradox Runtime Version 9” displays.
- When the process is complete, “Your installation is complete” displays. Click on “**Ok**”.
- “Would you like to restart” displays. Click on “**Yes**” to restart your computer.

After the Paradox Version 9 installation process is complete, you may install your DMC County FY 2000/2001 diskette (enclosed).

## **INSTALLATION OF DMC COUNTY FY 2000/2001**

(To install on a drive other than the default C: drive, please read the ReadMe file on the DMC County FY 2000/2001 diskette.)

- Insert the DMC County/Direct Contract FY 2000/2001 diskette in the floppy disk drive.
- Click the Start button on the Windows taskbar and click run. Then type: **A:\Setupex.exe**, in the open box. Click on the “**Ok**” button.
- “This will install the CNTY2001. Do you wish to continue?” displays, click on “**Yes**”.
- “Please wait while Install Shield extracts the files...” displays. When the Welcome Screen displays, click on “**Next**”.
- The User Info Screen appears, asking for the user name and company. Fill in the information and click “**Next**”.
- Click on “**Next**” to accept the default Destination Folder.
- Click on “**Next**” to accept the default Program Folder.
- Click on “**Finish**” to complete setup.

## **DMC COUNTY FY 2000-2001 OVERVIEW**

The DMC County/Direct Contract system is used to load and combine into a single database, the DMC provider billing data submitted on individual diskettes. From the database, a single, monthly claim file can be exported for submission to ADP on diskette or through the AOD InfoNet. The County/Direct Contract prints the ADP 1584 reports (“Dump”); calculates and summarizes the claims by provider, program and service function code; and provides for completion and printing of the ADP 1592 Monthly Summary Invoice, which is sent simultaneously with the monthly claim.

## **UNINSTALLING PARADOX 9**

**Do not uninstall by deleting the directories and their files.**

To uninstall **DMC County/Direct Contract FY 2000/2001 (Diskette)**: from 'Start' button on Task Bar, go to '**Settings**', go to '**Control Panel**', then select '**Add/Remove Programs**'. The 'Add/Remove Programs Properties' dialogue box should be on screen. Use the Scroll Bar to move down the list to '**CNTY2001**', select the '**CNTY2001**' in the list and then click on the '**Add/Remove**' button. A dialogue box will appear asking if you wish to uninstall 'CNTY2001', click 'Yes'.

To uninstall the Paradox Runtime 9 from the system, select '**Programs**', select '**Paradox Runtime 9**' select '**Setup**', and then '**Remove Program**'.